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## **DRMS DEMANUFACTURING CONTRACT WORK INSTRUCTION**

### **PURPOSE**

The purpose of this document is to provide work instructions for processing of eligible electronic equipment and electronic scrap property utilizing the Electronics Demanufacturing Contracts.

Demanufacturing is the method chosen by DRMS for the processing of all electronic equipment. The intent of these contracts is to assure that electronic equipment and scrap, which contains hazardous components, are processed in an environmentally compliant manner. Use of these contracts is mandatory.

### **DEFINITIONS**

DEMAN	Demanufacturing - A process method chosen by DRMS to assure that electronic equipment and scrap, which contains hazardous components, are disposed of by a breakdown and dismantling process of the property's bare metal contents, and/or total destruction by shearing or shredding.
TO	Task Order - Document issued by the Contracting Officer to authorize shipment and processing of property.
TOR	Task Order Request - A form used to transmit data electronically requesting that a task order be issued for the removal of electronic property.
FSC/FSG	Federal Stock Class and Federal Stock Group
CO	Contracting Officer - Procurement Official with the authority to enter into, administer, and/or terminate contracts and make all contractual related determinations, findings and decisions.
HQ COR	Headquarters Contracting Officer's Representative - Communicates with DRMOs, COTRs, contractor, and CO to coordinate operations as designated in writing by the CO to act as his/her representative within the scope and limitations as defined by the CO.
COTR	Contracting Officer's Technical Representative - Government representative at the contractor's facility, designated in writing by the CO to act as his/her representative within the scope and limitations as defined by the CO.

### **CHAPTER 1 - Introduction**

This chapter identifies the requirements for processing **electronic property** at the Contractor's facility received from various DRMOs throughout CONUS. Property eligible for this contract may include, but is not limited to FSCs per Attachment 2. The list of FSCs is to be used as a guide only. DRMOs should not ship electronic property for Demanufacturing if the item is certain not to contain any hazardous components. Any Demil required electronic item verified as not containing a hazardous component should be shipped to the appropriate Demil center. Any Demil "A" electronics, should

be referred to FPI/UNICOR for processing. Property is categorized as defined under either A or B below:

**A. Demil Required electronics:**

1. All DEMIL required **electronic property**, with the following exceptions listed within Paragraph C, below.

**AFTER ESD AND FAILED SALES**

**B. Electronic scrap:**

1. Manage under scrap code DMF. Items known or suspected of containing hazardous components/constituents, such as batteries, mercury switches, beryllium, etc. as follows:
  - a. Electronic material that has failed sales efforts and is eligible to be downgraded to scrap.
  - b. Electronic scrap or items with little or no Sales value eligible to be downgraded to scrap.

**C. PROPERTY NOT ELIGIBLE FOR DEMANUFACTURING**

The following property is **EXCLUDED** from this contract and should be processed according to routine procedures:

1. Property subject to other authorized programs (e.g., RTD, Precious Metals Recovery, Commercial Venture, current sales contracts, etc.)
2. Items that are electrical, e.g. circular saw, floodlights.
3. Items that are not electronic.
4. Items known or suspected of containing free flowing PCBs.
5. Items requiring manifesting as a hazardous waste or hazardous material.

- D.** Judgment will be necessary to ensure extraneous material such as pumps, excessive cabinetry and other non-related attachments that consume shipping space and weight are not included. If eligibility of an item is in question, the issue should be referred to the DRMO Chief for resolution. If the DRMO Chief is undecided, then detailed information of the item, including a digital photograph if possible, should be forwarded by email or fax to the HQ COR for a final determination.

**E. ALL TRUCKS (NON-DEMIL OR DEMIL REQUIRED PROPERTY) MUST BE SEALED WITH A GOVERNMENT SEAL.**

- F. The preferred shipping weight is a standard truckload. DRMO(s) with small quantities may have a waiting period to be placed on a task order. Please advise the HQ COR when requesting issuance of a task order when and how your facility will be impacted if a task order is not issued within XXX number of days.

**\*\*\* AS A REMINDER, EACH TASK ORDER IS BID BY EACH OF THE DEMAN CONTRACTORS. YOU MUST NOT SHIP MORE THAN THE ESTIMATED WEIGHT ON YOUR T.O. FOR WEIGHT ABOVE THE EST. WT. ON YOUR T.O., SUBMIT A NEW TASK ORDER REQUEST (TOR).**

**IF A DRMO IS NOT THE FIRST PICK UP SITE, THEY ARE AUTHORIZED TO VERIFY AND BREAK THE ORIGINAL SEAL. THEY MUST RESEAL THE TRUCK WITH A NEW GOVERNMENT SEAL, ANNOTATE THE PREVIOUS AND CURRENT SEAL NUMBER ON THE DELIVERY DOCUMENT.**

- G. Property will be maintained in a manner that best retains its integrity. DRMOs are required to annotate each truck number on the delivery documents. The delivery document shall identify, separately, all property that will be shipped on each individual truck. Scrap will be handled, stored, and loaded using the same methods as useable. Property should be stored indoors whenever possible. Any and all measures to minimize dirt, water, snow, ice, etc., should be exercised.

When preparing the material for shipment, the property should be contained or secured to prevent movement while in transit.

- H. Loading by the government will be accomplished to the maximum extent possible. Trucks will be fully loaded with property available (side to side, top to bottom, front to back). Requests for task orders must clearly indicate the site's capabilities. There is an additional charge if the contractor is authorized to package and/or load.

## **CHAPTER 2 - Demanufacturing and DRMS Points of Contacts**

The Demanufacturing Contractors are:

Global Investment Recovery  
5409 E. Henry Ave.  
Tampa, FL 33610

The NTC Group  
300 Chastain Blvd., Suite 395  
Kennesaw, GA 31044

These work instructions, policy letters and additional information are available on the internet at DRMS website, <http://drms.dla.mil> and may be accessed by selecting Internal, Scrap, and Electronics.

When you have property available for shipment, submit a task order request (TOR) preferably via e-mail or fax (if you can't send e-mail or e-mail attachment). The form is

located at attachment 1.

If you have any questions, please contact the HQ COR(s)

Name:	Gary Cannon	Roger Kriegbaum
Phone:	(616) 961—7589/DSN 932	(616) 961—7288/DSN 932
Email:	<a href="mailto:s9d3774@drms.dla.mi">s9d3774@drms.dla.mi</a>	<a href="mailto:s9d3383@drms.dla.mil">s9d3383@drms.dla.mil</a>
Fax:	(616) 961—5524/DSN 932—5524	

The Contracting Officer is Bernie Solovey (616) 961-4246/DSN 932-4246 and Renee Wright (616) 961-7103/DSN 932-7103.

The Program Office for this project is DRMS-BP, John Barrett (616) 961-5946/DSN 932-5946.

## **CHAPTER 3 - Processing**

### **A. Electronic Property in critical FSCs Requiring Mutilation.**

1. Receive as an XR1.
2. Determine eligibility as defined in the Introduction (scope) of this work instruction.
3. Resolve any discrepancies (NSN, DTID, Qty, DEMIL Code, etc)
4. After ESD, downgrade to SCLDMF. Loose and hopper accumulations or usage of front end loaders, grapple hooks, etc., is prohibited.
5. For shipping and removals, follow the procedures in Chapter 7.

### **B. DEMIL “F” Property**

1. DRMOs shall ensure that all DEMIL F property is accompanied with complete DEMIL F Instructions upon receipt. If the instructions are vague/incomplete, the DRMOs shall contact the Item Manager or DRMS-NOS for additional information.
2. For processing the property, follow the procedures in Paragraph C, this chapter.
3. The DEMIL F instructions shall be securely attached to the item(s) and handled the same as other DEMIL Required property.
4. DEMIL F property shall be **highlighted in Bold print** on the master listing as a flag for the COTRs to ensure instructions are adhered to by

the contractor.

5. For inventory and packing, follow procedures in Chapter 5, Step B.
6. For creating barcode inventory listing(s), follow procedures in Chapter 6.
7. For shipping and removals, follow the procedures in Chapter 7.

**C. DEMIL Code Change Notices. Items affected by DEMIL Code Change Notices (DCCs) will be handled as follows:**

1. Items at the DRMO site - that change from Non-DEMIL to DEMIL Required are to be processed under normal DEMIL Code Change Notice procedures. The new DEMIL Required items shall be relocated and stored with the applicable DEMIL Required property.

Items already released to the contractor shall be annotated on the shipping document and a copy faxed to the contractor's facility, along with a copy of the DCC Notice. The COTR shall ensure that the item is pulled and Demilitarization is performed. The COTR will print a DRMS Form 145. The contractor and COTR will complete the destruction certificate and forward to the applicable DRMO.

2. Items at the DRMO site - that change from DEMIL to Non-DEMIL Required are to be processed under normal Demil Code Change Notice procedures. The DRMO shall determine the appropriate disposal action(s) to be taken (e.g., CV, Demanufacturing, Sales, etc.).

Items already released to the contractor shall be annotated on the shipping document and a copy faxed to the contractor's facility, along with a copy of the DCC Notice. The COTR shall ensure that the new Non-DEMIL Required item(s) shall be pulled, relocated and stored with the applicable Non MLI/MLI, CCLI property.

3. The COTR and DRMO shall file the DDC Notices accordingly.

**CHAPTER 4 - Procedures for Inventory Discrepancies and Removals of Inappropriate Property at the contractor's facility**

**A. Notification of Inventory Discrepancies at the contractor's Facility.**

After Shipment, when notified by the COTR at the contractor's site that a discrepancy has been noted, the DRMO will initiate an administrative research to locate the property and/or resolve the discrepancy. The DRMO shall initiate corrective actions (follow-up with the COTR) within 48 hours after notification.

**B. Procedures for removing Inappropriate Property from the contractor's**

### **sites - (Items sent in error)**

After shipment, when notified by the COR that inappropriate property was sent to the contractors facility, the DRMO shall ensure they take all necessary measures to assist with the coordination of the removal.

## **CHAPTER 5 - Inventory Packing and Documentation**

### **A. Scrap**

1. When sufficient weight is available, prepare material for shipment (e.g., banding, shrink wrapping, etc).
2. Prepare and submit task order request to HQ COR. Ensure all information is correct, complete, and any specific details or instructions are included, if unsure, contact the HQ COR. Please note that the Government must pay an additional sum if the DRMO cannot secure for shipment or load. Carefully consider this when preparing the request.
3. Upon receipt of a Task Order (TO), establish a TO file.

### **B. DEMIL Required:**

1. Inventory the items (via the Barcode equipment) to generate a clean, concise master inventory listing for the complete Task Order. As you conduct the inventory, input a new location change for each item on the pallet or placed in the tri-wall. The listing shall identify the DRMO Name, RIC/Suffix, DTID, NOUN, DEMIL Code, Weight, Quantity, NSN, Site/Storage Location, TO Number and Total Number of Pallets associated to each container (e.g., 1 of 8). After items are shipped, input a location change using "DEMAN" for the first five digits of the storage location and the Task Order (TO) number for the remaining four digits.

Validate, sign and date that the property matches the listing, two (2) man rule applies. The listing shall not be handwritten (with the exception of the TO Number and Number of pallets) or contain any handwritten corrections. When **changes** are required, the DRMO shall make the changes and re-run the master listing.

**Note: If there is more than one accumulation involved, "Append" each accumulation inquiry into the barcode program and e-mail all inquiries to the COTR. Make sure when importing the files into the barcode program, you do not delete any files. You will have to use the same files**

to e-mail the COTR (see Chapter 6).

2. Prepare the property for shipment using normal shipping procedures (shrink wrap, place in tri-walls, boxes etc., sealed and banded to pallets).

**Note:** Material should be packaged or otherwise prepared to allow verification of items and quantities when received at the Contractor's facility. Ensure that a barcode label is on every item. Each container/pallet must clearly identify the DRMO's Name, Task Order Number, and Pallet Number using a permanent marker. Ensure each container/pallet is identified as "DEMIL Required". Securely attach a copy of the inventory listing to each shipping (container/pallet).

3. Place a copy of the master inventory listing in an envelope and provide to the driver. E-mail a copy to the COTR at the contractor's facility and maintain the original for the DRMO file. Fax a copy to the COTR **only** if you can't send via e-mail or e-mail attachment.
4. File a copy of the listing with the official files and the task order information.

## **Chapter 6 - Creating Inventory Listings**

### **A. DRMOS shall implement the following procedures:**

#### **Bar-coded Listing Process:**

##### **DRMO Representative will:**

Log on to DAISY

Select option 5 Inquires Menu

Select option 7 Consolidated Inquiries

Select option 1 Consolidated DTID Inquiry

Tab RIC SFX A

Tab 3 times Record Status W for the week working on (example:

**Date Enter RSC 06/25/01 – 06/29/01)**

F3 to Find

F1 Create a wide report YES

Option 1:User Defined Inquiry (run to meet your needs)

Select DEMIL Code

DTID

ITEM NAME

QUANTITY ON HAND

SITE/STORAGE LOCATION

STOCK ID

UNIT OF ISSUE

**Sales Referral (accumulation #) to sort the report by accumulation number, copy the demil centers into one and have the deman records into another.**

F9- Sort by 37,39, 13 and F9 (this will allow you to sort the demil centers from the Deman records.

Title - 'W' Status DATE (meet your needs)

Single Space and Send to ACCESS Reports (note report number)

I.e. udic 1093.85593

CLOSE DAISY

Open FTP: your screen should look like the following

Profile Name: Texarkana or your location

Host Name: Texarkana or your location

Host Type: Automatic detect

User ID: sy\_\_\_\_

Password: \_\_\_\_\_

Initial Directories

Remote Host: /prod/daisydrmo/data/SY5/WIDE/SY5A

Local PC: c:/temp

Select Report "udic1093.85593" on the **remote side and select the arrow pointing to the left / temp side.**

Highlight and rename file **on the Local side** note: name must end with .txt i.e. Wstat.txt

Close FTP

Open EXCEL

Open: look in drop down menu to C:

Double click temp

Files of type: drop down to all files(\*.\*)

Highlight your saved file name. Double click

Fixed width

Arrow down till you see the consolidated headers and data

Double click on the breakline to remove the line.

Click between each field to create spreadsheet this will add breaklines

Click on Next

**Highlight the Stock Id Column and in column data format, click on the Text Tab.**

Finish

Delete rows 1-68 Edit on toolbar Delete (or use right mouse).

Align column left (on toolbar)

Double click between columns at the top of sheet or click and drag to give proper column width.

Delete all page titles except on the first page.

Sort it by DTID first to remove/delete all headers and blank spaces, then sort by referral/accumulation number, select all the records for Demil Center open a new worksheet and copy the information in it. Then you will have two spreadsheets, one for Deman and one for Demil Center.

Save as: save in drop down to C:

My Documents- Save as

Open File on toolbar

Click print preview

Click on setup  
Highlight landscape- OK  
Click setup  
Header/Footer  
Highlight header- Type in your DRMO Name and Task Order number.  
Open Barcod215.xls file

Click Window on toolbar  
Highlight your Spreadsheet

Highlight Column A at the top.  
Click on Insert  
Column Click  
Click on Insert  
Column Click  
(This should give you two additional columns)

Type an \* in cell A1

Click Window  
Highlight Barcod215.xls  
Copy highlighted formula in cell B2  
Click Window  
Highlight your List  
Highlight cell B4 or the cell adjacent to DTID number  
Click Paste  
Drag formula down to bottom of your list.

Open File  
Print preview. Make any adjustment to make your list fit.

Close spreadsheet

## **B. E-mail Excel File to the COTR**

1. Open outlook e-mail and select new message.
2. Click on the paper clip to get your attachments.
3. Find the c:\drive and the temp directory.
4. Select the inventory files (e.g. **Consolidated TO\*122.asc and Excel TO\*122.asc**). The files will then attach to the e-mail message on your screen.
5. Select "Forward" and type in the recipients e-mail address.
6. Click on "Send".

**Note: If there is more than one accumulation involved, make sure you "Append" all reports into the barcode program and send all listing to the COTR.**

## Chapter 7 - Shipping and Removals

- A. A DLA form 1367, Shipment Release and Delivery Pass will be used as the shipping document.
- B. The DRMO will ensure all supporting documentation is in order and monitor the scheduling of deliveries.
- C. If the Contractor does not contact the DRMO to schedule delivery within 15 days from the issue date of the TO, advise the HQ COR.
- D. Upon arrival of the transporter, the truck will be weighed on a certified scale. The DRMO will ensure the 1367 contains the Contractor's name, DRMO's name, contract #, TO #, shipment # for the TO, demil required or non-demil property, gross/tare/net weights, seal number, whether a partial or final shipment, the date shipped, and signatures. A copy of the 1367, inventory listing, and the weight Ticket will be retained in the TO file.

**\*\*\* AS A REMINDER, EACH TASK ORDER IS BID BY EACH OF THE DEMAN CONTRACTORS. YOU MUST NOT SHIP MORE THAN THE ESTIMATED WEIGHT ON YOUR T.O. FOR WEIGHT ABOVE THE EST. WT. ON YOUR T.O., SUBMIT A NEW TASK ORDER REQUEST (TOR).**

- 1. If your DRMO is other than the first pick up location, verify that the original seal is intact. If there are any discrepancies, contact the COR immediately.
- 2. DEMIL required property shall be distinctly identified and marked. For partial loads, the DRMO/Contractor shall ensure that the load is secured from movement.
- 3. Every effort must be taken to ensure DEMIL property is not intermixed with Non-DEMIL Required property during loading.
- 4. After loading, and all property is onboard, the truck must be sealed or resealed with a government seal. The seal number will be annotated on the 1367 and weight ticket.
- 5. The truck will be re-weighed and the weights annotated on the 1367. The 1367 will be completed, signed by the DRMO representative and the driver. The weight ticket will be annotated with the TO number and placed in the TO file with the 1367.
- 6. Immediately after loading the property that is shipped, e-mail/fax a copy of the 1367 and weight tickets to the HQ COR, at DSN 932-5524, and the applicable contractor at:  
Global: (813) 664 – 0180 or NTC: (770) 590-0511

Immediately after loading Demil property that is shipped, e-mail, a copy of the inventory listing(s) to the attention of the COTR(s) located at the contractor's facility.

7. When deliveries on the T.O. are complete, if there was any DEMIL property on the listing that was not actually shipped, re-run the listing and e-mail to the COTR at the contractor's facility. Update your files accordingly.

## **CHAPTER 8 – DEMAN PROPERTY ACCOUNTING PROCEDURES**

### **DRMS PROPERTY ACCOUNTING PROCEDURES FOR ELECTRONICS DEMANUFACTURING CONTRACTS**

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**Background:** In the past, the DAISY property accounting procedures for electronics Demanufacturing were handled as a “losing issue of scrap” (TTC: SLR) to RIC STTD when the property was shipped to the Demanufacturing contractor for processing. In order to properly reflect and capture the Demanufacturing transactions as “dispositions” for financial and workload purposes, the property accounting procedures have been revised to account for property as an “Abandonment & Destruction” transaction with a new reason code of “EE - Electronics Demanufacturing – Service Contract.” Although the term “Abandonment & Destruction” is somewhat misleading since electronics demanufacturing is actually a “recycling” process, we must utilize the current DAISY property accounting structure to implement new DRMS initiatives and programs.

**NOTE:** *RIC STTD used in the past to issue electronics to the Demanufacturing contractor will be disestablished per the above effective date of these new procedures.*

**PRIOR TO PROCESSING PROPERTY ELIGIBLE FOR ELECTRONICS  
DEMANUFACTURING SERVICE CONTRACTS, VERIFY INVENTORY AND RESOLVE ANY  
DISCREPANCIES.**

The majority of the electronics property suitable for demanufacturing will be processed to commercial demanufacturing contracts. It is therefore considered optimal to establish at least two inventory accumulations of electronics for demanufacturing, to be managed on a task order basis for property accounting purposes. It is best to establish one inventory accumulation to be used until the time of a referral for a task order, and then establish a second inventory accumulation for a future referral.

**Receipt of Property for Disposal to Electronics Demanufacturing Contracts**

## **A. RECEIPT OF SCRAP (XR2) AND DOWNGRADE AT RECEIPT (XR3)**

- 1. On-hand (current accumulations) --** Electronic scrap that is currently not on sale: Reclassify to SCL Code "DMF" with demil code B assigned to scrap pile, using scrap loss/gain procedures. For example: DMF01B, DMF02B, etc.
- 2. Future Receipts.** Receive property with XR2/XR3 in SCL "DMF" to the appropriate scrap inventory record. For example: SCTDMF01B or SCLDMF02B
- 3. Processing.** When shipped under a contractual task order, process the transaction as an A&D transaction as follows:

### **a. Referring the XR2/3 for Abandonment and Destruction.**

From the **Marketing Menu**, select the DAISY Referral Processes, then select **Refer for Abandon/Destroy (Scrap)**. Enter the Scrap ID Number, (prefix L or T, SCL DMF, and DEMIL Code). For example, TDMF01B or LDMF01B. Then press <F9> to update and save the transaction.

When accounting for property by weight to be processed to A & D, there is little difference between using an "SCT" accumulation or an "SCL" accumulation. Either accumulation may be reduced as partial removals are taken. Use the DLA 1367, Shipment Receipt/Delivery Pass, for delivery verification and retain in the source document file. Stop adding weight to an accumulation when a task order request quantity has been referred to DRMS-N. Add new receipts to a second "building" inventory accumulation.

When the task order has been shipped in its entirety, "zero- out" the first inventory accumulation using loss/gain balancing and transfer any residual inventory to the second inventory accumulation. If Demil required property was included on the task order as well as non-demil required property, the inventory record closure must wait until after the Demil certificates have been received and the appropriate inventory entries have been made (See Paragraph C.2.b. ). Once the inventory accumulation is zeroed, DAISY will not allow use of an identical scrap inventory record for 150 days. In some high volume locations, more than two inventory accumulations may be needed to manage the electronics inventory.

**b. A&D Certification.** The A & D certification requirement is waived since the electronics demanufacturing contracts are service contracts for recycling. A system generated A & D placard is not required for property destined for a demanufacturing contract.

**c. Completing the A & D Action.** From the **Warehousing Menu**, select Inventory Maintenance Functions, then "Abandon and Destroy." Enter the SCL/SCT Number (**for example, LDMF01B or TDMF01B**). Enter the A & D weight, the A & D Reason Code of "EE," and "DEMAN Task Order Number (required field with 14-15 positions, alpha/numeric). Use the contractor company name, task order number and zeroes to fill all 15 characters in this field. For example: GLOBALTO2341000 or NTCTO0002000000. The definition for A&D Reason Code of "EE" is: Electronics Demanufacturing – Service Contract. Press <F1> to return with selection. Press return, then <F9> to save the transaction.

4. **Event History.** Viewable from the Inquiries Menu, Record Status History, the following event history, or transaction type codes (TTCs), written for these actions are:

- a. For XR2 – Receipt of Scrap
  - DR2 - Gain From Receipt of Scrap
  - MAS – Referral for A&D – Scrap
  - LNS - Abandonment and Destruction– Scrap
- b. For XR3 - Downgrade Receipt:
  - DR3 - Gain from Downgrade on Receipt
  - MAS - Referral for A&D – Scrap
  - LNS - Abandonment and Destruction – Scrap

B. **DOWNGRADE OF USABLE PROPERTY AFTER RECEIPT:** Electronic property that has survived sales (no DEMIL required), that is in critical FSCs, or that is FSCAP property requiring mutilation:

Note: demanufacturing accomplishes mutilation.

1. **Downgrade Request (DWR).** At ESD, the scrap pile may be referred for downgrade. Do this using the following DAISY menu selections: Marketing, DAISY Referral Process, Refer for Downgrade. Assign the appropriate Downgrade Justification Code, and process (or save) transaction.

2. **Downgrade After Receipt (DWN).** After processing the downgrade request (explained in paragraph above), go to the Warehousing menu. Complete the Downgrade after Receipt transaction. (NOTE: When the DWN is processed, a DWD transaction is simultaneously written to the gaining scrap pile.)

3. **Referral for A & D - Scrap (MAS).** From the Marketing menu, process a transaction to Refer for A & D - Scrap.

4. **Abandonment and Destruction - Scrap (LNS).** From the Warehousing menu, process an Abandonment and Destruction - Scrap transaction.

5. **Event History.** Viewable from the Inquiries Menu, Record Status History, the following event history, or transaction type codes (TTCs), written for these actions are:

- a. Downgrade after Receipt:
  - (1) For the DTID:
    - XR1 - Receipt of Usable Property
    - DWR - Downgrade Request
    - DWN - Downgrade After Receipt
  - (2) For the Scrap Pile (SCL/SCT)

DWD - Gain From Downgrade After Receipt of DTID.  
MAS - Referral for A&D - Scrap  
LNS - Abandonment and Destruction - Scrap.

**C. DEMIL REQUIRED PROPERTY.** This property will remain on the accountable record until proof of demilitarization is received.

**1. Receipt:** Receive the property as an XR1 transaction (Receipt of usable property). A unique accumulation may be used during screening, but it is not required.

**2. Processing:** After ESD,

- a. **Storage Location Change:** After items are shipped, input a location change using “DEMAN” for the first five digits of the storage location and the Task Order (TO) number for the remaining four digits.
- b. **Receipt of DEMIL Certification Listing from the DEMAN COTR:** Upon DEMIL certification, input a DML transaction using the DEMIL performed code (DPC) “5.” Enter the weight into the appropriate DMF\_\_B scrap inventory record. When the DML is processed, a DMD TTC is written to the gaining scrap pile.
- c. **A&D Transaction:** Process the property as an A&D transaction per the instructions in paragraph A3 above (Scrap Processing). If the task order included property that did not require Demil, it is likely that the entire scrap inventory record has already been referred for A & D at an earlier time. The system will notify the user if this is the case and the “MAS” transaction (see below) may be skipped.
- d. **Event History.** The event history, or transactions, written for these actions are as follows:

1) For the DTID:

XR1 – Receipt of Usable Property  
REL – Relocate Usable  
DML – Downgrade as a result of Demil

2) For the Scrap Pile (SCL/SCT):

DMD – Gain from DEMIL of DTID  
MAS – Referral for A&D – Scrap  
LNS - Abandonment and Destruction – Scrap

**ATTACHMENT 1      DEMAN CONTRACT TASK ORDER REQUEST (TOR)**

Submit requests to DRMS-NO by email to:

Gary Cannon, [s9d3774@mail.drms.dla.mil](mailto:s9d3774@mail.drms.dla.mil) or Roger Kriegbaum,  
[s9d3383@mail.drms.dla.mil](mailto:s9d3383@mail.drms.dla.mil) Fax: DSN 932-5524, Commercial (616) 961-5524  
(Note: Fax TOR only if you can't send via e-mail or e-mail attachment)

TRUCKS MUST BE FULLY LOADED TO THE MAXIMUM EXTENT POSSIBLE.

**Contract #:**

**Requesting Location:**

**Two (2) points of contact:**

1. Name:	DSN & Commercial Phone:	Fax:
2. Name:	DSN & Commercial Phone:	Fax:

**Point of Contact for deliveries if different from above:**

Name:	DSN & Commercial Phone:
Location:	Fax:

**Contractor/Transportation Agent will report to Building number: \_\_\_\_\_**

**Property Type:**

Demil Required: Lbs \_\_\_\_\_ or Scrap, Non-Demil Required: Lbs \_\_\_\_\_

Location:

Estimated total weight:

Estimated Cubic feet:

**Packing:** - Be Specific (*i.e. Shrinkwrapped, Banded, number of Pallets, Triwalls, etc.*)

**PALLETS - HOW MANY? \_\_\_\_\_**

**Loading:**

Days & Hours of operation:

Method, Government (*tailgate or fully*):

**Special Instructions:**

**Advance Notice Required:** (number of days) \_\_\_\_\_

**Directions:** (*Gates/Passes/Security Requirements, etc.*):

*Property Stored (inside or outside):*

*Free Flowing PCBs (yes or no):*

*Shipment meets the criteria in DRMS-LH letter dated 8/20/99 (yes or no)*

*Description (list 4 or more item names representing the majority of the property):*

## ATTACHMENT 2

**FSCs for Electronic Contract**  
**(Critical FSCs in Bold Print)**  
(Cataloging Handbook H2, January 98)

### FSC Nomenclature

<b>1210</b>	<b>Fire Control Directors</b>
<b>1220</b>	<b>Fire Control Computing Sights and Devices</b>
<b>1230</b>	<b>Fire Control Systems, Complete</b>
<b>1240</b>	<b>Optical Sighting and Ranging Equipment</b>
<b>1265</b>	<b>Fire Control Transmitting and Receiving Equipment, Except Airborne</b>
<b>1285</b>	<b>Fire Control Radar Equipment, Except Airborne</b>
<b>1287</b>	<b>Fire Control Sonar Equipment</b>
<b>1290</b>	<b>Miscellaneous Fire Control Equipment</b>
<b>1430</b>	<b>Guided Missile Remote Control Systems</b>
<b>1450</b>	<b>Guided Missile Handling and Servicing Equipment</b>
<b>4920</b>	<b>Aircraft Maintenance and Repair Shop Specialized Equipment</b>
<b>4921</b>	<b>Torpedo Maintenance, Repair and Checkout Specialized Equipment</b>
<b>4925</b>	<b>Ammunition Maintenance, Repair, and Checkout Specialized Equipment</b>
<b>4935</b>	<b>Guided Missile Maintenance, Repair, and Checkout Specialized Equipment</b>
5805	Telephone and Telegraph Equipment
5810	Communication Security Equipment and Components
5815	Teletype and Facsimile Equipment
<b>5820</b>	<b>Radio and Television Communication Equipment, Except Airborne</b>
<b>5821</b>	<b>Radio and Television Communication Equipment, Airborne</b>
<b>5825</b>	<b>Radio Navigation Equipment, Except Airborne</b>
<b>5826</b>	<b>Radio Navigation Equipment, Airborne</b>
<b>5840</b>	<b>Radar Equipment, Except Airborne</b>
<b>5841</b>	<b>Radar Equipment, Airborne</b>
<b>5845</b>	<b>Underwater Sound Equipment</b>
<b>5865</b>	<b>Electronic Countermeasures, Counter-Countermeasures and Quick Reaction Capability Equipment</b>
5895	Miscellaneous Communication Equipment
5905	Resistors
5962	Microcircuits, Electronic
5965	Headsets, Handsets, Microphones and Speakers
5977	Electrical Contact Brushes and Electrodes
<b>5985</b>	<b>Antennas, Waveguides, and Related Equipment</b>
<b>5999</b>	<b>Miscellaneous Electrical and Electronic Components</b>
6105	Motors, Electrical
6110	Electrical Control Equipment

6130	Converters, Electrical, Nonrotating
6605	Navigational Instruments
6610	Flight Instruments
<b>6615</b>	<b>Automatic Pilot Mechanisms and Airborne Gyro Equipment</b>
6625	Electrical and Electronic Properties Measuring and Testing Instruments
6636	Environmental Chambers and Related Equipment
6650	Optical Instruments
<b>6920</b>	<b>Armament Training Devices</b>
<b>6930</b>	<b>Operation Training Devices</b>
<b>6940</b>	<b>Communication Training Devices (ADP Input/Output Storage Devices Accounting and Calculating)</b>
7010	ADPE System Configuration
7020	ADP Central Processing Unit (CPU, Computer), Aria log
7021	ADP Central processing Unit (CPU, Computer), Digital
7022	ADP Central Processing Unit (CPU, Computer), Hybrid
7025	ADP Input/Output Storage Devices
7030	ADP Software
7035	ADP Support Equipment
7042	Mini and Micro Computer Control Devices
7050	ADP Components
7420	Accounting and Calculating Machines

**REVISED 9/13/02**